

	<b>Regulatory Standards Division</b> <b>AMA-200</b>	<b>Document #</b> <b>QP 213</b>	<b>Revision</b> <b>#3</b>
<b>Title:</b> Cockpit En-Route/Cabin En-Route Procedures			<b>Page 1 of 3</b>

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
Original	Original	JLA	11/10/2003
1	Update PTRS Code	JLA	09/13/2004
2	Update PTRS Code	JLA	07/27/2005
3	Update Phone number procedure	JLA	07/27/2005

REFERENCE DOCUMENTS	
Document Number	Document Title
<a href="#">QMS 200</a>	AMA-200 Quality Systems Manual

## PREFACE

This policy is intended as a tool for personnel of AMA-200 to use when assigned a field duty function involving a cockpit or cabin en-route, Cockpit En-route PTRS Activity code 1624 (Ops), 3629 (AW) and 5629(AV). Cabin En-route PTRS Activity code 1625 (Ops), 3630 (AW) and 5630 (AV).

### 0. Introduction

The AMA-200 En-route Program process was developed to standardize the management procedure. AMA-200's Program Management process has been developed to achieve a more productive and effective quality management system while meeting contract and ISO requirements.

#### 0.1 Process Objectives

The process is designed for one or more of the following purposes:

1. to ensure proper authorization for flight;
2. to provide all personnel with a standardized procedure;
3. to provide all personnel with a tool to improve their processes;
4. to meet contract/mandatory/statutory/regulatory requirements.
5. to ensure coordination with all required elements.

### 1. Purpose

This document defines the process used to manage the En-route surveillance program for AMA-200. The process is necessary to comply with FAA Orders and Policy Manuals.

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## 2. Scope

This process applies to the following activities conducted within AMA-200:

2.1 Cockpit En-route.

2.2 Cabin En-route.

## 3. Definitions and Acronyms

AFS	Flight Standards Division
PTRS	Program Tracking and Reporting Sub-system
AC02	AMA-200 FSDO

## 4. Flowchart

There is no flowchart required for this document.

## 5. Responsibilities

5.1 The Managers within AMA-200 are responsible for:

5.1.1 Approving a work program involving a Cockpit or Cabin En-route.

5.1.2 Authorizing participation in the work program.

5.1.3 Managers shall approve en-routes on the PTRS record prior to departure.

## 6. Detailed Process

6.1 INPUT REQUIREMENTS:

6.1.1 Field Office request or Special Emphasis requirement.

6.1.2 Field duty currency or en-route proficiency.

6.2 ACTUAL PROCESS:

6.2.1 Inspector identifies a need for an en-route.

6.2.2 Branch Manager approves PTRS record with itinerary

6.2.3 Check out booklet 8430.13, Request for Access to Aircraft, from the Division Office.

6.2.4 Review [FAA Order 8000.75](#) as amended, Cockpit En-route.

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- 6.2.5 Reserve the jump seat with the appropriate Air Carrier ([Phone Numbers](#)).
- 6.2.6 Upon return from flight, complete the [PTRS record](#) and enter under AC02.
- 6.2.7 Return booklet 8430.13 to the division office.

There are no metrics required for this document.

## 7. Quality Records

Quality Records for this document are maintained in PTRS data entry. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.

Verifying Document Type or Number	Title	Retention Time
FAA Form 8430.13	Request for Access to Aircraft	Five Years

All records kept electronically will be maintained by AFS-620. FAA Form 8430-13 shall be maintained at the Division Office.